

# MINIMUM REQUIREMENT



## WP/SEA MINIMUM REQUIREMENTS Offloading/Loading Equipment/Loads from Boat to Truck/Truck to Boat



### MEMORY JOGGERS

Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.

- Communicate the **“RIGHT TO STOP WORK AUTHORITY POLICY”** and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again.
- Verify that a Crane Lift Plan has been written.
- Verify that daily crane inspection has occurred.
- Verify clear access for offloading boat.
- Verify that all rigging connections are in compliance with GIS’s rigging standards before starting.
- Check pad eyes and shackles making sure that they are in good working order.
- Ensure that taglines are attached to load.
- Verify that outriggers and pads are in their proper position before attempting the lift.
- Ensure that only authorized personnel are in the lift area.
- Verify that truck is in boom reach of the load.
- Inspect certifications for crane operators and riggers and make sure that they are not expired.
- Verify that a signal person has been established on both the vessel and dock that will be in good visibility with the crane operator.
- Verify that there is no oil in drip pan of equipment, if found, clean thoroughly before transferring.
- Check truck bed for holes, oil and grease.
- If lift is a bottle rack, ensure a bolt with 2 nuts are fastened tightly ion all doors.
- Verify that a Crane Lift Plan has been written.

### MINIMUM REQUIREMENTS

- 1) Verify **All** conditions identified in the “Memory Joggers” section are met (or are not applicable); if **ANY** are not met, **STOP** and add the necessary step to the WP/SEA to ensure the safest method possible.
- 2) Drive crane to location where equipment is to be offloaded.
- 3) Put out outriggers and pads.
- 4) Back up truck to crane within crane boom’s reach.
- 5) Hook slings to crane block.
- 6) Hook slings to unit/equipment to be transferred, unless unit is pre-slung. (If lift is a BOTTLE RACK, ensure a bolt, with 2 nuts, are installed tightly in each door before hooking up sling.)
- 7) Lift load to be put on truck or boat and be aware of personnel’s’ positions.
- 8) Repeat Steps 5 through 7 until job is complete.
- 9) Return crane, pick up slings, making sure area is clean.

**ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA**